



DISCEMUS UT SERVEMUS

PINEHURST PRIMARY SCHOOL

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SCHOOL GOVERNING BODY POLICIES

POLICY: TRANSPORT

POLICY REF #: 7/2010/Rev1.0 UPDATED BY FINANCE COMMITTEE IN AUGUST 2018

1. Preamble: The school relies on the use of vehicles for the transportation of children for educational excursions, sports fixtures, outdoor education camps and tours. As the safety of our children is of paramount importance, the school applies the following safety measures.
2. School Minibuses
 - 2.1. Vehicle requirements
 - 2.1.1. The buses are serviced at the manufacturer's required service intervals. As the kilometers covered during a year are usually low, the buses are in practice serviced on an annual basis.
 - 2.1.2. Before any long distance journey is undertaken, the buses are sent for a full safety check.
 - 2.1.3. The buses are sent for an annual roadworthy inspection.
 - 2.1.4. The buses are licensed to carry 16 occupants. This number may not be exceeded.
 - 2.1.5. All seats are fitted with seatbelts. Each bus is equipped with a fire extinguisher and a first aid box.
 - 2.2. Drivers' Responsibilities
 - 2.2.1. Only drivers in possession of a Professional Driver's Permit (PDP) may transport passengers in a minibus. The school funds the PDPs, which are renewed at two yearly intervals.
 - 2.2.2. Advanced driving courses are offered to drivers (staff members) who wish to undertake such a course.
 - 2.2.3. Drivers are required to have a cell phone with them. The contact numbers of the emergency services, together with those of the school, the Principal and the Deputy Principal are to be programmed into the cell phone.
 - 2.2.4. Drivers may not exceed the applicable speed limit.
 - 2.2.5. It is the responsibility of the driver to
 - (a) instruct the passengers that the seatbelts must be fastened and ensure that these remain fastened during the journey.
 - (b) ensure that the vehicle is equipped with a fire extinguisher and a fully stocked first aid box for the journey.
 - 2.2.6. Drivers undertaking long distance journeys are required to stop every two hours for a minimum of ten minutes per stop.
 - 2.2.7. On camps / tours the teacher-in-charge is required to have a complete list of the children's parents contact details.

- 2.2.8. No driver may have consumed any alcohol or drugs / medication that impair judgement, on the day of driving.
- 2.2.9. Compliance with regard to bus maintenance and driver's licenses / permits is the responsibility of the Deputy Principal.
- 2.2.10. In the event of a trailer being used, the driver is responsible for checking the operation of the trailer lights.
- 2.2.11. Non-compliance with any of the above requirements may result in disciplinary action as determined by the Principal or his appointed delegate.

3. Private Vehicles

- 3.1. All school outings where private vehicles are used, requires the driver to sign the Private Vehicles Transport Policy.
- 3.2. Private vehicles include cars, station wagons, SUV's, 4x4s, minibuses, trucks.
- 3.3. Teachers and staff are not permitted to transport learners or their parents in their private vehicles for school transport purposes.
- 3.4. Children may only be transported in roadworthy vehicles.
- 3.5. The children must be seated on a seat of the vehicle and they must wear seatbelts.
- 3.6. They may not be transported in the rear of a station wagon, SUV, 4x4, minibus, truck or hatchback type vehicle.
- 3.7. The number of occupants which the vehicle is licensed to carry may not be exceeded.
- 3.8. The driver must be in possession of a valid driver's license – please furnish the secretary with a copy of your license.
- 3.9. Drivers may not exceed the applicable speed limit.
- 3.10. Drivers undertaking long distance journeys are required to stop every two hours for a minimum of ten minutes per stop.
- 3.11. No driver may have consumed any alcohol or drugs / medication that impair judgement, on the day of driving.
- 3.12. No driver may talk on a cell phone or mobile device while driving, unless the device operates through an installed hands-free kit.

4. External Bus / Coach Companies

- 4.1. Only reputable companies are used for transportation of children and teachers on camps / tours.
- 4.2. When booking with a company, we require that they complete a safety questionnaire which covers the following: type of tyres fitted, tyre replacement policy, service intervals, regularity of safety checks, aspects covered in safety checks, availability of service records, a written report on the experience and safety record of the assigned driver.
- 4.3. The number of occupants which the vehicle is licensed to carry may not be exceeded.
- 4.4. Drivers may not exceed the applicable speed limit as per designated vehicle type.
- 4.5. Drivers undertaking long distance journeys are required to stop every two hours for a minimum of ten minutes per stop.
- 4.6. There must always be a teacher accompanying the children on the coach. The teacher is responsible for maintaining strict discipline. The children are to be seated at all times.
- 4.7. The teacher is required to have a cell phone with him / her. The contact numbers of the teacher in the accompanying minibus, the emergency services, together with those of the school, the Principal and the Deputy Principal are to be programmed into the cell phone.
- 4.8. On camps / tours the teacher-in-charge is required to have a complete list of the children's parents contact details.

5. Insurance Cover

- 5.1. The school has liability insurance cover, which is reviewed on an annual basis.

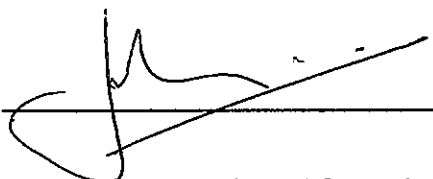
GUIDELINES

Whilst the school does not take responsibility for the safety of children coming to and from school, we as a school take the safety of our children very seriously and therefore issue the following guidelines for parents / guardians to follow. These guidelines do no form part of our policy requirements:

Individual Child Transport Safety

- a. Young children are not physically and emotionally ready to cross the roads safely. Judgement of speed, distance and spatial concept has not been developed. Young children should therefore not walk to school on their own. Only children who are familiar with the traffic safety rules should be allowed to walk unaccompanied to school. If parents cannot accompany children to school, then walking in groups should be promoted.
- b. Only children who are highly proficient on their bicycles and who have been taught the traffic safety rules should be allowed to cycle to school.
- c. The safest route to and from school should be looked for and each parent should accompany his child on that route until he is sure that the child knows it.
- d. Children should always be visible when walking or cycling to school, especially in winter months when it is still dark when children walk or cycle to school. Children should wear reflective clothing. For example, reflective strips on rain jackets, school satchels, school shoes, bicycles and helmets.
- e. Helmets are compulsory for all cyclists. The child's helmet must fit correctly and it must always be fastened securely.
- f. Motor accidents can happen close to home. All children should always wear a seat belt when travelling in a vehicle to and from school.
- g. Children waiting to be collected from school must wait inside the school grounds and not in the road or on the pavement.
- h. We must set a good example to our children in traffic situations, e.g. not stopping on red lines, not dropping our children off on a blind bend or on the wrong side of the road etc.

SIGNED:



Chairman Pinehurst Primary School Governing Body

Date: 17 September 2018